



# Human Resource Development for Supervisors

09/01/16

HR for New Super  
visors CHBA

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# OBJECTIVES

- **Identify Human Resource Development Responsibilities of Supervisors**
- **Inform Supervisors of Army Training Policy**
- **Update Supervisors on Recent Changes**



# TYPES OF TRAINING

- **On-the-Job Training (OJT)**
- **Professional Development**
- **Classroom Training**
- **Rotational Assignments**
- **Special Projects**
- **Video Tele-Training**



# PURPOSE OF TRAINING

- **To improve individual performance**
- **To improve organizational performance**
- **To assist in achieving the organization's mission and performance goals**



# UNAUTHORIZED TRAINING

- **Reward**
- **Violate merit principles**
- **Degree attainment unless program supported**
- **Approved after start date**

# Exercise Time -STAKEHOLDER RESPONSIBILITIES



- **Employee**
- **Supervisor**
- **CPAC / Regional HRD**





# TRAINING PLANS

- **Individual Development Plans (IDPs)**
- **Interns**
- **Trainees**
- **Veterans Recruitment Appointment (VRA)**





# BARRIERS

- **Lack of reinforcement**
- **Interference from the work environment**
- **Non-supportive organizational culture**
- **Trainee discomfort with making a change**
- **Weak initial learning by the trainee**





# ASSESSING INDIVIDUAL NEEDS

- **Review job description**
- **What are the needed skills?**
- **How well / job standards**
- **Assess employee performance**
- **Communicate areas for improvement**
- **Career Development**



# ASSESSING ORGANIZATIONAL NEEDS

- **Organization's Strategic Plan**
- **New policy & regulations**
- **New equipment**
- **Organization structure changes**
- **Mission change**
- **How will loss of personnel impact training?**



# EXERCISE TIME

- Turn to Exercise 2, TAB J - page 5
- “Training Assessment Exercise”





# **RULES REGULATIONS**

- **Government Employee Training Act**
- **Title 5, USC, Chapter 41**
- **CFR 5, Part 410, Training**
- **OPM Training Policy Handbook**
- **AR 690-400, Chapter 410, Training**
- **PERMISS**



# EXERCISE TIME

- Turn to Exercise 3,

TAB J - page 7

- “HRD Rules and Regulations Exercise”





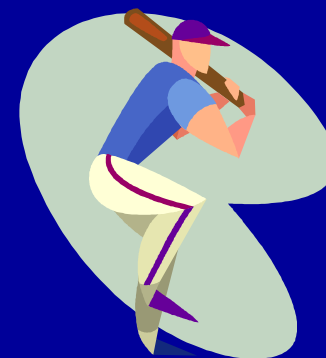
# HRD SELECTION FACTORS





# EXERCISE TIME

- Turn to Exercise 4,  
TAB J -
- “DD Form 1556 Exercise”





# TRAINING PROCESS

- **DD Form 1556 or Electronic System**
- **Delegation of Authority**
- **Long-term vs. short-term**
- **Funding <\$25,000**
- **Academic Degree training**
- **Competitive vs. non-competitive**



# CAREER PROGRAMS



## Army Civilian Training, Education and Development System (ACTEDS) Plans

- Purpose
- Key features

[http://cpol.army.mil/library/train/  
acteds/](http://cpol.army.mil/library/train/acteds/)

# CAREER PROGRAMS



## ACTEDS Catalog

- **Master Intern Training Plans**
- **Required and Recommended Training**
- **cpol.army.mil**
  - Training & Leadership Development
  - ACTEDS Training Catalog



# EXERCISE TIME

- **Turn to Exercise 5,**

**TAB J - page 13**

- **“Army Civilian Training Education and Development Systems (ACTEDS) Plans”**



# Civilian Leader Development

## Core Curriculum



(Legal Foundation of Training for Federal Government Civilians; Title 5 C.F.R., parts 410 and 412)

### EXECUTIVES

### MANAGERS

### SUPERVISORS

### INTERNS

- ★ ILDC (Intern Leadership Development Course ) (On-Site)
- ★ AODC (Action Officer Development Course) (On-Line)

- ★ SDC (Supervisory Development Course) (On-Line)
- ★ LEAD (Leadership Education and Development Course) (On-Site)

MDC (Manager Development Course) (On-Line)

OLE (Organizational Leadership for Executives) (Resident)

PME I/II (Personnel Management for Executives) (Resident)

★ SES Orientation Program (Resident)

★ Force Mgmt Course for Senior Leaders (Resident)

★ Leadership at the Peak (Resident)

★ Senior Executive EO Seminar (Resident)

★ Senior Leader Communications Workshop

★ APEX Orientation (Resident)

**Sustaining Base Leadership & Management (SBLM)**  
**Defense Leadership & Management Program**  
**(DLAMP) Senior Service Colleges**

★ Mandatory

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# EXERCISE TIME

- Turn to Exercise 6, TAB J - page 15
- “Training Sources”





# EXERCISE TIME

- Turn to Exercise 7,  
TAB J - page 17
- “Case Studies”





**Training is an  
Investment in  
Excellence. Make  
Continuous  
Learning one of  
your Goals.**